



Injury and Accidents Reporting

Features and Functions

Release 7.0



"Readers are plentiful; thinkers are rare."
Harriet Martineau

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Introduction

Injury and Accident Reporting in eSIS gives you the ability to meet requirements (possibly legal) to notify the District or Health and Safety departments of serious injuries sustained by students. Accident reporting is gathering and recording required information to establish exactly where and when the event took place, to identify who and what was involved, to describe how much injury or damage resulted, and to specify certain additional circumstances of occurrence. eSIS also enables you to tie accidents/injuries to incident reporting. See Incident Management documentation.

By recording injury/accidents you will be able to:

- Investigate the possible cause or condition that triggered the accident
- Determine any contributing circumstances, and then
- Take positive action to remove or modify the cause to avoid similar accidents from occurring in future.

Investigation and subsequent follow up of accidents is the key to successful risk management. Important details included in eSIS Injury and Accident Reporting include:

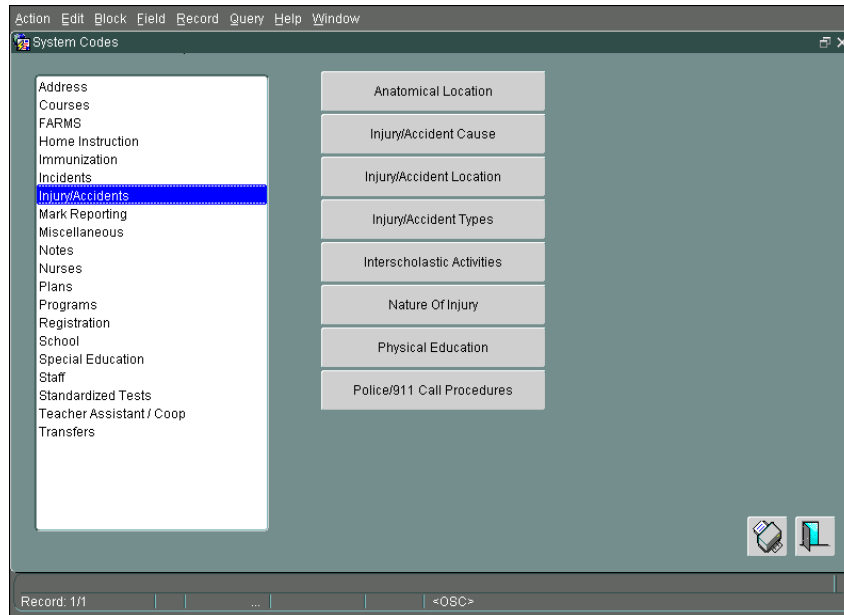
- Date
- Time
- Specific location
- Description of any equipment involved
- Accounts from other witnesses
- Name of teacher/s on duty
- Location and activity of the teacher when the accident occurred
- Name and position of person completing report
- Corrective action taken or proposed, and
- Person completing the report

Administrative Setup

System Codes

Path: *Administration > System Codes > Injury/Accidents*

The “Injury/Accidents” Category in CODES System Codes contains the following codes that will have to be entered prior to using the Injury and Accident Reporting feature.



SYS947.FMX Anatomical Locations

Path: Administration > System Codes > Injury/Accidents > Anatomical Location Button

This table is used to describe what part of the body was injured in an injury/accident. Populates the Anatomical Location field on SCH220 Accident & Injury Details.

Code	Description
1	Finger
2	Hand
3	Wrist
4	Arm
5	Elbow
6	Toe
7	Foot
8	Ankle
9	Knee
10	Leg
11	Torso
12	Face
13	Head

SYS621.FMX Injury & Accident Cause

Path: Administration > System Codes > Injury/Accidents > Injury/Accident Cause

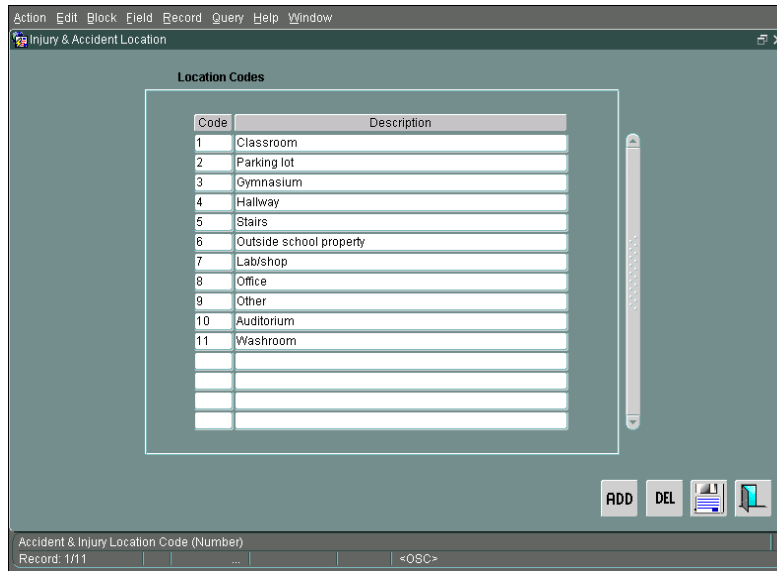
This table describes how the injury/accident happened. Populates the Cause field on SCH220 Accident & Injury Details.

Code	Description
1	Struck by object
2	Fighting
3	Slipped/fell
4	Stabbed/shot
5	Athletic event
6	Classroom accident
7	Physical education class
8	Broken glass
9	Wet floor
10	Other
11	Explosion
12	Equipment malfunction

SYS622.FMX Injury & Accident Location

Path: Administration > System Codes > Injury/Accidents > Injury/Accident Location

This table is used to provide the location of where an injury/accident happened. Populates the Location Description field on the SCH220 Accident & Injury Details.



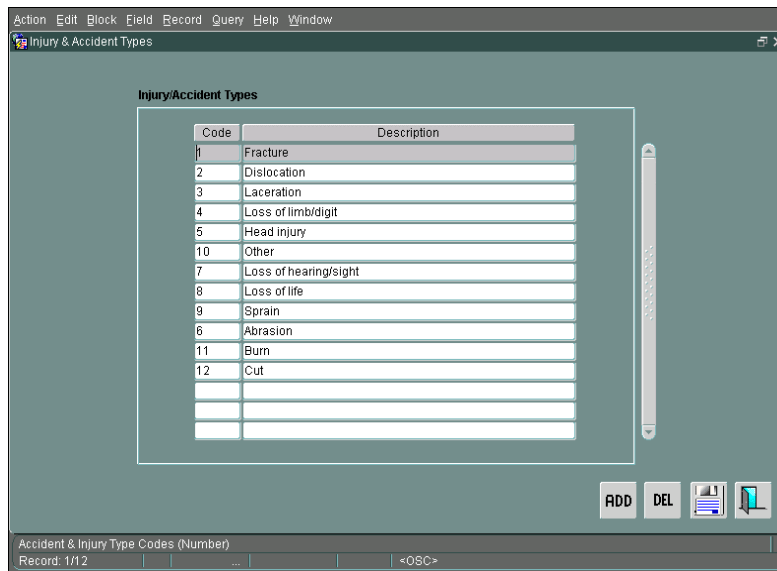
The screenshot shows a software window titled "Injury & Accident Location". It contains a table with two columns: "Code" and "Description". The table lists 11 location codes and their corresponding descriptions. Below the table are buttons for "ADD", "DEL", and a printer icon. At the bottom, there is a status bar with the text "Accident & Injury Location Code (Number)" and "Record: 1/11".

Code	Description
1	Classroom
2	Parking lot
3	Gymnasium
4	Hallway
5	Stairs
6	Outside school property
7	Lab/shop
8	Office
9	Other
10	Auditorium
11	Washroom

SYS620.FMX Injury & Accident Types

Path: Administration > System Codes > Injury/Accidents > Injury/Accident Types

This table is used to describe what type of injury/accident occurred. Populates the Incident Type field on SCH222 Student Accident List.



The screenshot shows a software window titled "Injury & Accident Types". It contains a table with two columns: "Code" and "Description". The table lists 12 injury/accident codes and their corresponding descriptions. Below the table are buttons for "ADD", "DEL", and a printer icon. At the bottom, there is a status bar with the text "Accident & Injury Type Codes (Number)" and "Record: 1/12".

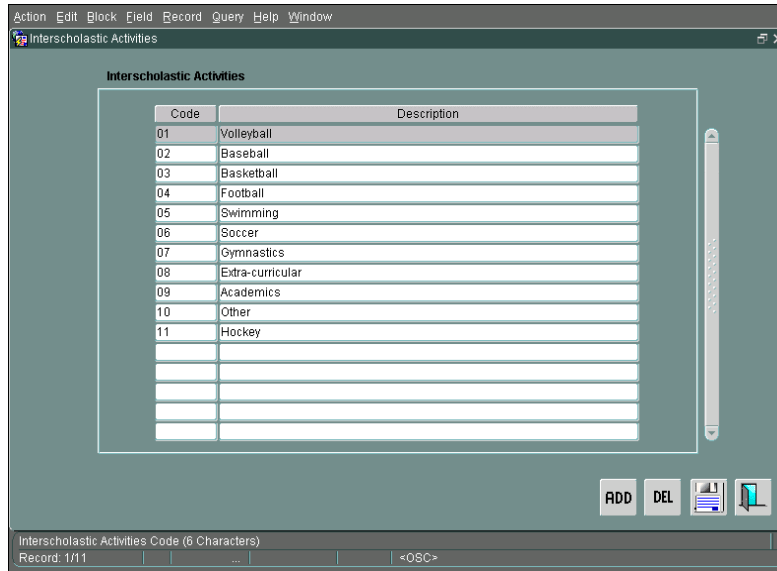
Code	Description
1	Fracture
2	Dislocation
3	Laceration
4	Loss of limb/digit
5	Head injury
10	Other
7	Loss of hearing/sight
8	Loss of life
9	Sprain
6	Abrasion
11	Burn
12	Cut

SYS946.FMX Interscholastic Activities

Path: Administration > System Codes > Injury/Accidents > Interscholastic Activities

This table is used to describe during what Interscholastic Activity an injury/accident occurred.

Populates the Interscholastic Activity field on SCH220 Accident & Injury Details.



The screenshot shows a software window titled "Interscholastic Activities". It contains a table with two columns: "Code" and "Description". The table lists activities with codes from 01 to 11. Below the table are buttons for "ADD", "DEL", and a printer icon. The status bar at the bottom indicates "Interscholastic Activities Code (6 Characters)" and "Record: 1/11".

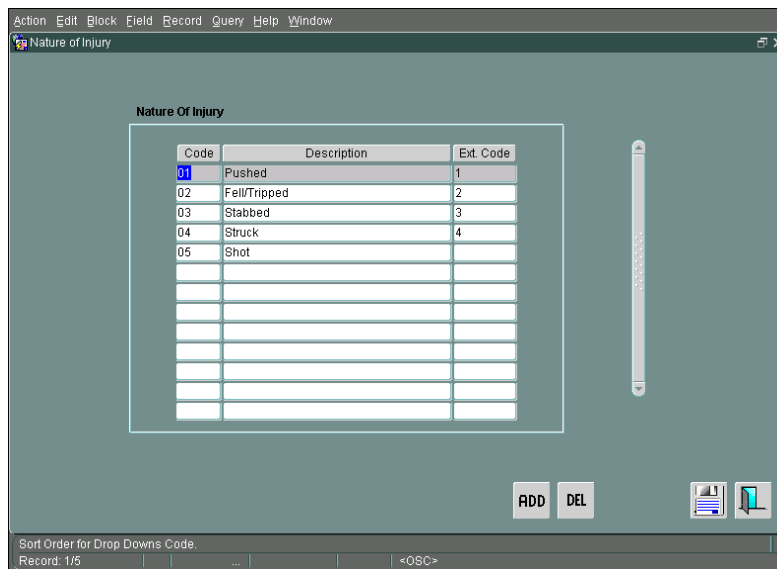
Code	Description
01	Volleyball
02	Baseball
03	Basketball
04	Football
05	Swimming
06	Soccer
07	Gymnastics
08	Extra-curricular
09	Academics
10	Other
11	Hockey

SYS623.FMX Nature of Injury

Path: Administration > System Codes > Injury/Accidents > Nature of Injury

This code is used to describe the nature of the injury (what was the cause of the injury/accident).

Populates to SCH220 Accident & Injury Details.



The screenshot shows a software window titled "Nature of Injury". It contains a table with three columns: "Code", "Description", and "Ext. Code". The table lists injury types with codes from 01 to 05. Below the table are buttons for "ADD", "DEL", and a printer icon. The status bar at the bottom indicates "Sort Order for Drop Downs Code" and "Record: 1/5".

Code	Description	Ext. Code
01	Pushed	1
02	Fell/Tripped	2
03	Stabbed	3
04	Struck	4
05	Shot	

SCH220.FMX Accident & Injury Details

Path: School > Injury and Accidents Reporting > Injury and Accidents Details

This form includes details about accidents and injury and about the actions taken after the incident occurs. It includes the following tabs:

- Accident
- Contact
- Witness
- Treatment
- Police/911 Called

Accident tab

<i>Field</i>	<i>Description</i>
Incident Id.	An Incident Identification number that will tie the Accident to an Incident. List populates from STU196 Incident Detail.
Accident & Injury Type	The Type of Accident or Injury. List of values populates from SYS620 Injury & Accident Types.
Cause of Injury	The Cause of the Injury. List of values populates from SYS621 Injury & Accident Cause.
Nature of Injury	The Nature of the Injury. List of values populates from SYS623 Nature of Injury.
On Board Premises	Indicate if this happened on the Board/District premises.
Location Description	The actual location where the accident/injury occurred. List of values populates from SYS622 Injury & Accident Location.
Physical Education	The Physical Education activity the student was involved in when the accident occurred. List of values populates from SYS945 Physical Education.
Interscholastic Activity	The Interscholastic Activity the student was involved in when the accident occurred. List of values populates from SYS946 Interscholastic Activities.

Field	Description
Additional Description	Any additional information applicable to the accident.
Accident & Injury Site Address	The site address of the accident & injury.
Anatomical Location	What part of the anatomy was injured. Four additional Anatomical Locations can now be entered for a total of five. List of values populates from SYS947 Anatomical Locations.
Create Information	The person who entered the accident/injury information.
Modify Information	The person who last modified the accident/injury information.

Contact tab

Field	Description
How/Where Incident Occurred	A description of how and where the accident/injury took place.
Date Reported	The date the accident/injury was reported.
Person in Charge	The name of the person in charge.
Contact Name	The name of the person who was contacted after the injury/accident.
Contact Type	Who that contact person was in relationship to the student. Populates from STU120 Emergency Contacts.
Contact Date	The date the Contact person was contacted. The current date auto-populates but can be changed.
Contacted By	The name of the staff member who contacted the Contact person. List populates from SCH040 Staff Maintenance.
Narrative	Additional information about the accident/injury.
Description Button	Calls a larger Narrative area.
Parent Notified	Indicates that the parents were notified.

Witness tab

Multiple witnesses can be entered.

The screenshot shows the 'Witness' tab selected in the 'Accident & Injury Details' window. The 'Witness Information' section contains the following data:

Witness ID	Name	Phone	Age	Address
1.	Darlane Jespersen	(555)555-1212	27	1809 Alta Loma Dr. Los Angeles, California 91001
2.				

<i>Field</i>	<i>Description</i>
Name	The name of the person who witnessed the injury/accident.
Phone	The phone number of the person who witnessed the injury/accident.
Age	The age of the person who witnessed the injury/accident.
Address	The address of the person who witnessed the injury/accident.

Treatment tab

Multiple Treatments can be entered.

The screenshot shows the 'Treatment' tab selected in the 'Accident & Injury Details' window. The 'Treatment Information' section contains the following data:

Treatment	Treatment Date	Treated By
Ice applied to ankle	14-NOV-00 12:00 AM	School Nurse

Field Name	Description
Where was the student taken?	Where the student was taken after the accident/injury.
Treatment	A description of what treatment was administered after the accident/injury.
Treatment Date	The date of the treatment.
Treated By	The staff member who treated the student.

Police/911 Called tab

The screenshot shows the 'Accident & Injury Details' window. The 'Police/911 Called' tab is selected. The 'Police/911 Called Follow-up Procedures' section includes a checkbox for 'Police/911 Called' which is checked. Below this is a table with the following data:

Procedure	Followup Date	Narrative	Desc
Follow Up w/ Police	17-FEB-03 12:00 AM	Parent's must be contacted prior to the	Desc
			Desc
			Desc
			Desc
			Desc

Below the table are 'ADD' and 'DEL' buttons. At the bottom of the window, there are 'Create Info' and 'Mod Info' sections with fields for user and date, and another 'ADD' and 'DEL' set of buttons.

Field Name	Description
Police/911 Called Procedure	Displays the Police Message entered on SYS002 Boards/Districts Detail. What Police/911 procedures are to be followed.
Follow-up Date	List populates from SYS293 Police Call Procedures. The follow-up date to the police/911 contact.
Narrative	A short description about the police/911 contact.
Description Button	Further explanation about the police/911 contact.

Action/Follow-Up tab

Field Name	Description
Risk Management Notified	Indicates if the Risk Management team was notified.
Sent Home	Indicate if the student was sent home.
First Aid Treatment Provided	Indicate whether First Aid Treatment was provided and the role of the staff member who provided it.
Report Complete Date	The date the accident/injury report was completed.
Report Completed By	Who completed the report.
Principal Reviewed Date	The date the principal reviewed the report.
Supervising Staff Member	The staff member who will supervise the follow-up
Follow-Up Narrative	A description of the how the accident/injury report will be followed-up.

SCH222.FMX Student Accident List

Path: School > Injury and Accidents Reporting > Student Accident List

This form lists all the accidents and injuries that have occurred for a specific student. The information on this screen populates from SCH220 and from here you can access SCH220 Accident & Injury Details which includes information about the actions taken after the incident occurs.

Field Name	Description
Injury Description	The description of the injury/accident.
Date	The date the injury/accident occurred.
Time	The time the injury/accident occurred.
Injury Type	The type of injury/accident.
Cause	The cause of the injury/accident
Location	The place the injury occurred.
Detail Button	Calls SCH220 Accident & Injury Details.

Reporting Features

SCH220P.FMX **Accident and Injury Report**

SCH220R.REP **Accident and Injury Report**

This report displays all accidents/injuries and the information entered on SCH220 Accident & Injury Details that is related to the accident/injury. This form uses the demographic extract.

SCH220P Accident and Injury includes the following options:

<i>Field</i>	<i>Description</i>
Police/911 Called Only	Indicate if only accidents/injuries that have had had Police/911 called. Police/911 Called enabled on SCH220 Accident & Injury Details.
Accident/Injury: From Date/To Date	Enter a beginning date and an ending date to include accidents/injuries for that date range.

SCH220R Accident and Injury Report is sorted by School/Accident Date/Student Name. There is a page break for each school selected. A subtitle displays the date range chosen.

Fields include: Student Name, Pupil No., M/F (Gender), Grade, Ethnicity, Homeroom, Birthdate, School # (Home school), Accident Date/Time, Accident Site, Accident Type, Cause of Injury, Nature of Injury, Anatomical Location, Witness(es), Contact(s), Description, On Site First Aid, Called 911, Sent Home, Staff Member Present, Parent Notified, Risk Mgt Notified, Report By, Report Date, Principal Review Date.

